



**Department of Housing and Community Development**

**August 28, 2006**

**NOTIFICATION OF VACANCY**

**SENIOR POLICY ANALYST  
(Policy & Planning Specialist II)**

**POSITION #00313**

**LOCATION:**

**DHCD  
501 N. 2ND STREET  
RICHMOND, VA 23219**

**SALARY RANGE:**

**\$36,766 - \$75,456 Annually**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development is seeking a Policy Analyst to provide technical and logistical support to the Commission on Local Government. Responsibilities include collecting, analyzing data, drafting reports on local boundary changes and governmental transition issues as well as other types of inter-local issues, oversight of assessment of state mandates on local governments, conducting survey of cash proffer utilization and acting as intergovernmental liaison.

**QUALIFICATIONS GUIDE:**

Knowledge of Virginia state and local governmental arrangements and intergovernmental relations. Working knowledge of local public service, land use, economic development and fiscal issues. Demonstrated ability to develop solutions and recommendations for appropriate action. Familiarity with local boundary change and governmental transition issues, the legislative process, administrative procedures in governmental context, and public documents and data sources. Demonstrated ability to draft reports and policy statements; deal effectively with state and local officials, agency staff, and the public; and to communicate effectively orally and in writing. Ability to use PC and a variety of software to produce data, graphics, and to create and manipulate electronic data bases. Considerable experience working with local governments and knowledge of local government issues. Advance degree in administration/planning preferred or equivalent combination of training and experience.

***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY SEPTEMBER 15, 2006.***

***For additional information contact our Human Resource Office, at (804) 371-7000  
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